pennsylvania
DEPARTMENT OF EDUCATION

NEW AND NOTEWORTHY

November 2023

Graduation Report Deadline Approaching

The Graduation Report opened in the FRCPP on October 1. The deadline for LEAs to submit their reports is December 1. Per legislation, PDE will publicly post LEA Grad Reports no later than January 15; thus, it is vital that LEAs submit the report in a timely manner and that it accurately reflects the disposition of all students in the class of 2022-2023.

Graduation Reporting: Frequently Asked Questions

1. **Can data be imported into a Grad Report from the PGT more than once?**
   Yes. If you find there are discrepancies in your Grad Report data after importing from the PDE-provided optional-use tracking tool (the PGT), you'll want to make your corrections in the PGT and then re-import the correct data to the Grad Report. An example of when this might occur is where students have collected more artifacts than necessary to satisfy the pathway by which they graduate.

2. **Is there explicit guidance on which students to include in the 'eligible to graduate' count?**
   Not explicitly. Per the webinar on October 3 and the Toolkit, you should include all students who were on-track to graduate by the end of the prior year – including students in Grade 12 and multi-year seniors, as well as students identified as seniors based on credits earned. However, determining which students qualify as the latter (and which students might be deemed 'on-track') depends upon your local policies related to credits and promotion and on your local graduation requirements. NOTE: Students you've pre-determined will remain in the special education program beyond Grade 12 should only be reported in the year they exit the program (either by satisfactorily completing the program or by 'aging out' at 22).

3. **What about out-placed students?**
   Where a student is placed into another educational setting with the intention of granting that student a diploma from your LEA upon successful completion of the program, *that student is subject to the graduation requirements in your board-approved policy* regardless of whether the student returns to your school or completes their high school educational program in placement. 'Other education settings' would include correctional or rehabilitative facilities and programs for students with severe/profound or multiple disabilities or for disruptive youth. Outplaced students who are in Grade 12 or are considered seniors (or multi-year seniors) based on credits should be included in the 'eligible to graduate' count.

4. **What about drop-out students?**
   Students *who* drop out *after* the LEA has identified them as either a Grade 12 student or a senior based on credits should be included in the 'eligible to graduate' count. Students who drop out prior to that should not be included.

5. **For which year would I report a special education student who turned 22 on October 1, 2023?**
   The last day of enrollment for a special education student who turned 22 on October 1, 2023, would be September 30 – which is also the last day a student may complete academic requirements and still be considered part of the graduating class of 23. Therefore, you should include the special education student in the data you report for the 2023 graduating class. If the student turned 22 on October 2 and their last day of enrollment was October 1, you would include that student in the data you report for the 2024 graduating class.

6. **When do I report a 2nd yr. senior who graduates in 2024 (their 5th year)?**
   Provided they were 'on-track' to graduate in 2023, they should be reported in 2023 *and* 2024.

7. **How do I report students who requested and either received or were denied Keystone Diplomas?**
   On the Graduates/Non-Graduates Summary page of the Grad Report, there is one data entry field – where you will enter the number of LEA *non-graduates* who will be requesting, have requested, have received, or were denied Keystone Diplomas for the reported year. Regardless of whether they have been or will be granted Keystone Diplomas, these students are considered LEA *non-graduates* as they have not met local graduation requirements (though nothing precludes the student from returning to the LEA and graduating in a future year).

8. **How do I report adult students earning a high school diploma from the LEA?**
   The Grad Report only collects data on students who are subject to the statewide requirements – essentially, students 21 or younger or students placed in an extended school program per hearing decision or court order.

9. **Do we still submit Grad Reports if we don't issue diplomas (e.g., IUs or part-time CTCs)?**
   The legislation requires that a Grad Report be submitted by every school entity (which it defines as a "school district, intermediate unit, area career and technical school, charter school, cyber charter school, regional charter school or multiple charter school organization") – even if you're reporting zeroes.

10. **Are we required to submit or keep copies of student evidence (as with Career Education & Work) – or just document the evidence?**
    The student artifact itself need not be retained; however, schools should minimally maintain documentation indicating the manner by which each student graduated or the criteria fulfilled prior to a student exiting the secondary program.

Still have questions? Contact RA-EdGradRequirement@pa.gov.